

## Minor Home Business

### What is a Home Business?

Home businesses are commercial activities carried on within a dwelling by a member or members of the family who occupy the dwelling. The home business is secondary to the use of the dwelling for living purposes, and the residential character of the dwelling must be maintained.

In Clark County, home businesses must be owned and operated by the resident owner or renter. If more than one home business is operated out of the home, all businesses in combination must not exceed the applicable standards. Uses that are otherwise listed as permitted outright, a conditional use, or a use subject to review and approval under the zone in which the property is located, cannot be approved under the home business ordinance.

### Do all home businesses need a Home Business permit?

If your business has a minimal impact to the neighborhood, and is limited to the following standards, a home business permit from the county is **not required**. However, a **building permit may be required**:

In urban areas:

- A maximum of 25 percent of gross floor area or 1,000 square feet (whichever is less) of the dwelling and attached garage may be used for the home business (see page six for "gross floor area" definition);
- No use of accessory structures for the home business;
- Maximum of two employees who come to the home business location, with one

parking space on-site for each non-resident employee;

- No customers that come to the home business location;
- No outside storage;
- No heavy equipment; no more than one home business-related vehicle;
- No on-site retail sales; and,
- No more than one sign related to the home business of two square feet or less.

In rural areas:

- A maximum of 25 percent of gross floor area or 1,000 square feet (whichever is less) of the dwelling and attached garage may be used for the home business (see page six for "gross floor area" definition);
- Use of up to 400 square feet of an accessory structure;
- Maximum of two employees who come to the home business location, with one parking space on-site for each non-resident employee;
- No customers that come to the home business location;
- No outside storage;
- No heavy equipment; no more than one home business-related vehicle; and,
- No on-site retail sales; and,
- No more than one sign related to the home business of two square feet or less.

### Note:

- There is no minimal lot size for exempt home businesses; and,
- Two or more exempt home business on the same parcel require application for a Type I or II Home Business permit if the combined features of each business exceed the above standards.

**Revised 9/1/11**



Community Development  
1300 Franklin Street, Vancouver, Washington  
Phone: (360) 397-2375 Fax: (360) 397-2011  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format,  
contact the Clark County  
ADA Compliance Office.  
Phone: (360)397-2322  
Relay: 711 or (800) 833-6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

### What is the difference between a minor and major home business?

The review process depends on whether you are in the urban or rural areas, and the extent of the impacts the business may have on the neighborhood. The distinctions are summarized below:

<b>Minor Home Business - Urban</b>
A maximum of 25 percent of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 400 square feet of an accessory structure
Maximum of two on-site, non-resident employees; one parking space for each
Maximum of six on-site customers per day
No heavy equipment or outside storage; one business-related vehicle
Incidental on-site retail sales only
Hours of operation: 7 a.m. to 8 p.m.
May have one sign up to two square feet in size
<b>Major Home Business - Urban</b>
A maximum of 25 percent of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 900 square feet of an accessory structure
Maximum of three on-site, non-resident employees; one parking space for each
Maximum of 12 on-site customers per day
No heavy equipment or outside storage; three business-related vehicle
No outside activity area
Incidental on-site retail sales only
Minimum lot size: 10,000 square feet
Hours of operation: 7 a.m. to 8 p.m.
May have one sign up to two square feet in size

**Note:** On-site retail (other than incidental), adult entertainment enterprises as defined in Clark County Code, Chapter 5.45, automotive recycling material facilities, and in urban areas, new facilities for servicing motor vehicles are prohibited.

<b>Minor Home Business - Rural</b>
A maximum of 25 percent of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of up to 1,000 square feet of an accessory structure
Maximum of three on-site, non-resident employees; one parking space for each
Maximum of six on-site customers per day
No outside storage; two business-related vehicles; two pieces of heavy equipment
Incidental on-site retail sales only
Hours of operation: 7 a.m. to 8 p.m.
May have one sign up to two square feet in size
<b>Major Home Business - Rural</b>
A maximum of 25 percent of the gross floor area or 1,000 square feet (whichever is less) of the dwelling may be used for the home business
Use of accessory structure based on parcel size; see CCC Table 40.260.100-1
Maximum number of on-site, non-resident employees based on parcel size; see CCC Table 40.260.100-1; one parking space for each
Maximum of on-site customers per day, see CCC Table 40.260.100-1
Outside storage based on CCC Table 40.260.100-1; vehicles and heavy equipment based on CCC Table 40.260.100-1
Activity area minimum 50' setback and screened
Incidental on-site retail sales only
Minimum lot size: 2.5 acres
Hours of operation: 7 a.m. to 8 p.m.
May have one sign up to two square feet in size

**Are there other permits that may be required?**

Yes, in most cases.

**Building Permit**

Depending upon your home business situation, you may need a residential or commercial building permit.

Note: Home business applications and building permits must be submitted at the same time.

**Residential Building Permit:**

If your home business is to be located inside the home or in an attached garage, and the area used for the home business is 500 sq ft or less, a Residential Building Permit is required.

The area used for a home business that are used by employees or customers are required to meet the Americans with Disabilities Act (ADA) standards, including parking, accessible route and entry under Section 3409 of the International Building Code (IBC).

**Commercial Building Permit:**

If your home business is to be located in a structure that is detached from your home or the structure, addition, or space used for home business is over 500 sq ft, a commercial building permit will be required.

The area used for a home business that are used by employees or customers are required to meet the ADA standards, including parking, accessible route and entry under Section 3409 of the IBC. Home businesses over 500 square feet will be required to comply with all applicable provisions of the IBC, Section 3411 Accessibility to Existing Buildings

Before the home business owner applies for a home business permit, they should meet with a Plans Examiner and Permit

Technician at the Clark County Permit Center to determine the extent of building permit requirements.

For more information general building permit questions, call (360) 397-2375, ext. 4078.

For more information on ADA standards, call Dave Maret at (360) 397-2375, ext 4091.

**Fire Marshal**

Approval from the Fire Marshal may be required if your home business is a non-office type of work (e.g., wood working or other types of manufacturing). Call (360) 397-2375, ext. 3396 for more information.

**Electrical**

Labor & Industries conducts all electrical plan reviews and inspections for the county. For all electrical work, call (360) 896-2300.

**Critical Areas**

If you are proposing to construct new buildings or commence home business activities within an environmental critical area additional permits may be required. Such critical areas include: Shoreline Management areas, Critical Aquifer Recharge Areas (CARA), geo-hazard, floodplains, wetlands and habitat. Contact the Permit Center at (360) 397-2375, ext 4489.

Certain activities can have a negative impact on groundwater such as vehicle service and repair shops, auto wrecking, storage of hazardous substances, and similar activities and are required to receive approval under a CARA permit prior to issuance of a Home Business Permit.

**Public Health**

If the home business will be utilizing a septic or water well system, you should consult with Public Health. Call (360) 397-8428 for more information.

**Is outside storage of home business related items allowed?**

Outside storage is not allowed under the Minor Home Business regulations.

**Are there additional requirements if I live on a private road?**

Yes. If you are applying for a minor home business on a private road, you should attempt to get the signatures of all property owners who share the private road, agreeing that the safety and maintenance impacts associated with the home business are adequately mitigated (see *Private Road Neighborhood Agreement*). If you are unable to get all the signatures, you will be required to apply for a Type II review.

Under the Type II review process, the county will visit the site and may require certain roadway improvements to ensure dust, noise, trip generation, and road safety and maintenance are adequately addressed.

**What is the application process for a Type I Home Business permit?**

Staff at the Permit Center, located at the Public Service Center, 1300 Franklin Street, first floor, Vancouver, Washington, will assist with the application process.

For a Minor Home Business, including those businesses on private roads that also submit a neighborhood agreement, the applicant must submit a completed and signed application form, *Applicant Agreement* form and the *Decision* form, and submit payment for the required fee. A decision on the application will be made within 21 days from the date the application is deemed Fully Complete.

For a Minor Home Business that is located on a private road and a neighborhood agreement has not been submitted, the application will be reviewed under a Type II process. This process requires all items listed on the submittal requirements and

fee payment be submitted to the Permit Center. A decision on the application will be made within 78 days from the date the application is deemed Fully Complete.

**What if I didn't submit all of the required information?**

Minor Home Business applications, including those on private roads with a neighborhood agreement, will be checked upon submittal to ensure the application is complete. All incomplete submittal packages will be returned to the applicant.

For Minor Home Business on private roads without a neighborhood agreement (i.e., Type II review), the county conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application over the counter, the Permit Center staff will conduct a **Counter Complete** review of your submittal packages. This initial review ensures that all items with a bold underlined space listed in the submittal requirements have been submitted before accepting your application.

Once your application is accepted, the original submittal package is routed to our review staff. Staff conducts a second completeness check, known as the **Fully Complete** review. This more detailed review ensures that all items with a checkbox to the left listed under the numbered headings of the attached submittal requirements have been submitted. As an example, does the Site Plan include the location and dimensions of the private road?

If required items are missing from your original submittal, you will receive a letter of **Not Fully Complete** with a list of the missing items. If you have not submitted the requested information within 30 days of this written request, staff will return your

application and refund the application fee, less the processing costs incurred to date.

If all of the submittal requirements have been met, you will receive a Fully Complete determination letter and the technical review will begin.

### **What kind of public notice is provided?**

There is no public notice for a Minor Home Business, unless it is located on a private road and a neighborhood agreement has not been submitted.

For a Minor Home Business that is located on a private road and a neighborhood agreement has not been submitted (i.e., Type II review), public notice describing the proposal will be mailed to property owners within a 300' radius of the project (if within an urban growth boundary) or a 500' radius of the project (if outside an urban growth boundary), the area neighborhood association representative, and to the applicant.

The notice will invite written comments to be submitted within 14 calendar days of the date of the notice. Copies of any written comments received in a timely manner will be sent to the applicant. The applicant may submit a written response to the comments received within 14 days from the date the comments are mailed to the applicant.

### **Can the decision be appealed?**

The Responsible Official's decision may be appealed to the county Hearing Examiner by the applicant or any person or group. An appellant must submit an appeal application and fee within 14 calendar days after the written notice of the decision is mailed.

See our *Appeals* handout for more information.

**Note:** Approval of this application does not constitute approval of modification to existing driveways or construction of a new driveway. Construction of a new driveway or modification to an existing driveway requires a *Driveway Approach Permit*, which is issued at the Permit Center.

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**This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code Section 40.260.100 Home Businesses.**

## Home Business Definitions

**Activity area** - See home business activity area.

**Gross Floor Area** - includes basement and attached garage, but does not include an unfinished attic or a detached garage.

**Heavy equipment** - means any free-standing piece of equipment with a gross vehicle weight of 15,000 pounds (as defined by the manufacturer) or greater that is used for the purpose of a home business and that is typically transported to a job site by a vehicle. The term shall include equipment that is motorized or non-motorized, stationary, or self-propelled. Tools or pieces of machinery that are permanently located within an accessory structure shall not be counted as heavy equipment for the purposes of this section.

**Home business activity area** - (hereafter activity area) means a defined outside area used in conjunction with a home business that includes all outside activities associated with the home business, including, but not limited to parking areas used for business vehicles and equipment, areas used for loading and unloading, worker or client parking areas, and areas used for outdoor storage.

**Incidental retail sales** - means retail sales that are ancillary and secondary to the home business, such as selling shampoo from a home hair salon.

**Outdoor storage** - means the outdoor holding of any materials or merchandise, whether covered or uncovered, used or associated with a home business.

**Trailer** - is a non-motorized vehicle that is licensed for road use that is used exclusively, or in part, for the purpose of a home business. Trailers equipped by the manufacturer as combination tractor-

trailers shall not be counted as a separate trailer, but shall be considered together with their tractor a part of a single vehicle.

**Vehicle** – (for the purposes of this ordinance) means any motorized vehicle licensed for road use that is used exclusively, or in part, for the purpose of a home business. A vehicle equipped by the manufacturer to serve as a combination tractor-trailer shall be counted as a single vehicle.

## Submittal Requirements

The following checklist identifies information to be included with the application.

All items with an underlined space (i.e., \_\_\_\_ ) must be submitted before the application will be considered **Counter Complete**.

At the time of application, only one copy of the main submittal with original signatures, shall be submitted and bound by a jumbo clip or rubber band. One copy of any special studies, such as wetland, floodplain, etc., shall also be submitted but bound separately.

### 1. \_\_\_\_ Application form

The application form shall be completed and original signed in ink by the applicant.

### 2. \_\_\_\_ Application fee

The required fee shall accompany the application. The check is to be made payable to Clark County Community Development.

### 3. \_\_\_\_ Developer's GIS packet

A copy of the Developer's GIS Packet shall be submitted with the application. Applicants have the option of requesting their GIS Developer's Packet in PDF format on a CD or posted to one of our FTP sites. To order Developer's Packets, please contact GIS at (360) 397-2391 ext. 4082 or [themapstore@clark.wa.gov](mailto:themapstore@clark.wa.gov).

The packet includes the following:

- General Location Map
- Property Information Fact Sheet
- Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
- Elevation Contours Map
- Photography Map
- Photography Map with Contours
- Zoning Map
- Comprehensive Plan Map
- Water, Sewer and Storm Systems Map
- Soil Type Map

- Environmental Constraints Map
- Quarter Section Map

### 4. \_\_\_\_ Legal description

A full and complete legal description of the property must be submitted. Available from a title company or a surveyor.

### 5. \_\_\_\_ Applicant Agreement form and Decision form

A completed and signed *Applicant Agreement* form and *Decision* form must be submitted. See attachments.

### 6. \_\_\_\_ Site plan

A site plan, drawn to scale, must be submitted that identifies the following:

- ☐ Location and dimensions of the private road (i.e., roadway easement or separate tract) and all properties having access to the road;
- ☐ Existing roadway improvements (e.g., gravel, asphalt, curbs etc), type, location and dimensions.
- ☐ **Proposed** roadway improvements (e.g., gravel, asphalt, curbs etc.), type, location and dimensions.
- ☐ North arrow
- ☐ Location of parking for on-site employees, customers or work vehicles.
- ☐ Existing and proposed structures

### 7. \_\_\_\_ Written narrative and evidence

A written narrative and evidence must be submitted describing how the existing and/or proposed roadway improvements will ensure that safety and maintenance impacts are adequately mitigated. The impacts shall include, but are not limited to dust, noise, trip generation, and road safety and maintenance.

### 8. \_\_\_\_ Questionnaire narrative

See attachment.

### 9. \_\_\_\_ Associated permit applications

Where the proposed Home Business triggers other permits (e.g., stormwater, habitat, wetland, forest practices, building,

etc.), such permit applications shall be included with the Home Business application package.

### **10. \_\_\_ Floor plan**

Label each room, show dimensions, layout of appliances, office equipment and furniture.

### **11. \_\_\_ Private road neighborhood agreement**

If the home business is located on a private road, a private road neighborhood agreement is required for a Type I review. See attachment.

### **12. \_\_\_ Submittal copies**

#### **For a Type I Review**

\_\_\_ Two copies of the main submittal, bound by a jumbo clip or rubber band, one with original signatures

\_\_\_ One copy of any special studies (e.g., wetland, floodplain, etc) bound separately

\_\_\_ Two copies of the building permit application and plans as required from the Building Safety program.

\_\_\_ Building permit requirements. See page 2.

#### **For a Type II Review**

The applicant must select Option A or B below and proceed as follows:

##### **Option A**

Submit a CD in PDF format, with a paper copy of the full application package. Any special studies shall also be included on the CD. The proposed plans submitted must be scanned to an engineer's scale. The main CD application shall be organized as follows:

- The application submittal package shall be organized in the same order as the table of contents, with a

separate PDF document for each separate item.

- The PDF document must be organized into separate files. Each PDF file must be labeled with a number followed by a name, for example:

1. Application Form
2. Application fee
3. Developer's GIS Packet
4. etc.

##### **Option B**

\_\_\_ One copy of the main submittal package with original signatures, bound by a jumbo clip or rubber band

\_\_\_ Five copies of application package with a full size set of plans

\_\_\_ Separately bound copy of any special studies (e.g., wetland, floodplain, etc.) as identified below:

- ☐ One original and three copies - Traffic Study and Road Modification requests
- ☐ One original and two copies of all other special studies or permits to include: Critical Aquifer Recharge Areas (CARA) floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland.

\_\_\_ Two reduced copies of 11" x 17" for all sheets larger than 11" x 17"



**Fee schedule**

The following fees are required to be paid when the application is submitted.

**Minor Urban and Rural Review, without private road access**

Planning	\$106
Issuance	\$53
Engineering deposit	\$200
Issuance	\$53
Engineering will bill at an hourly rate which must be fully paid before application is approved or finalized.	

**Minor Urban and Rural Review, with private road access and a neighborhood agreement**

Planning	\$159
Issuance	\$53
Engineering deposit	\$200
Issuance	\$53
Engineering will bill at an hourly rate which must be fully paid before application is approved or finalized.	

**Minor Urban and Rural with private road access but no neighborhood agreement (Type II Review)**

Planning	\$2058
Issuance	\$53
Engineering deposit	\$200
Issuance	\$53
Engineering will bill at an hourly rate which must be fully paid before application is approved or finalized.	

Fire Marshal review, if applicable      \$434

CARA permit, if applicable      \$1,378  
Issuance      \$53

## Questionnaire Narrative

1. I am the owner and operator of \_\_\_\_\_  
\_\_\_\_\_ home business; I am the resident **OWNER/ RENTER** of the property who occupies the property as the principal resident.
2. I will be using \_\_\_\_\_ square feet of the gross floor area of the dwelling to include the basement and attached garage. The total gross floor of the dwelling to include basements and attached garages is \_\_\_\_\_ square feet.
3. I **WILL / WILL NOT** have one business related sign. The sign will be two square feet or less.
4. I understand only incidental on-site retail sales will be allowed; and, the following activities will not take place on the property: adult entertainment enterprises as defined in Clark County Code, Chapter 5.45; automotive recycling materials facilities; and new facilities for servicing motor vehicles. Initial \_\_\_\_\_.
5. I will be using \_\_\_\_\_ square feet of an accessory structure. Urban area = 400 sq. ft. max., rural area = 1,000 sq. ft. max.
6. I will have \_\_\_\_\_ non-resident employees. I will have \_\_\_\_\_ parking spaces as shown on my site plan. Urban area = two max., rural area = three max.
7. I will have \_\_\_\_\_ customers per day. Six customers is the allowed maximum.
8. I understand outside storage is not allowed. **YES / NO**

9. I will have \_\_\_\_\_ number of home business-related vehicles and \_\_\_\_\_ number of heavy equipment. A copy of equipment license is required.
10. My hours of operation will be \_\_\_\_\_ to \_\_\_\_\_ for my on-site business. Allowed hours are between 7:00 a.m. to 8:00 p.m.
11. I will store hazardous substances, chemicals or other dangerous toxic materials on site. **YES/NO**  
If yes, a CARA permit may be required.
12. I will have automotive recycling material facility or will be servicing motor vehicles. **YES/NO**  
This is not allowed in the urban area.
13. I **DO/ DO NOT** have more than one business operating out of this home. If more than one home business is operated out of this home, all businesses in combination must not exceed the applicable standards.
14. Please describe in detail what sort of services your business will provide:

Signature

Date \_\_\_\_\_

**Private Road Neighborhood Agreement**

The undersigned parties have access onto a common private roadway that will provide access to the proposed home business located at:

\_\_\_\_\_

We, the undersigned property owners, agree that the roadway safety and maintenance impacts are adequately mitigated, subject to the conditions specified below, approval by Clark County, and compliance with the standards and condition of approvals set out under Clark County Code, Section 40.260.100.

Property owner name	Address	Phone number	Owner's signature	Date signed

I declare that I have reviewed the public records and determined all those having access to the private roadway are listed above, and that all signatures above are those of the respective property owners. I am aware that Clark County will rely on the

accuracy of this information when processing my application.

I certify under penalty of perjury under the laws of the State of Washington that the information above is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_, Clark County, Washington.

Home business owner name: \_\_\_\_\_ Date: \_\_\_\_\_

Home business owner signature: \_\_\_\_\_

**Urban Applicant Agreement**

Case number: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Home business address: \_\_\_\_\_

Description of home business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following is a list of the required conditions for operating a Minor Home Business - Urban. Please read and initial each item and sign the certification agreeing to comply with these conditions.

\_\_\_\_ I am the owner and operator of the subject home business, and resident owner or renter of the property who occupies the property as their principal residence.

\_\_\_\_ The home business will not occupy more than 25 percent of the gross floor area of the dwelling or exceed 1,000 square feet, whichever is less.

\_\_\_\_ No more than one sign related to the home business of two square feet or less in size will be posted on the property.

\_\_\_\_ Only incidental on-site retail sales will be allowed; and, the following activities will not take place on the property: adult entertainment enterprises as defined in Clark County Code, Chapter 5.45; automotive recycling materials facilities; and new facilities for servicing motor vehicles.

\_\_\_\_ No more than 400 square feet of an accessory structure will be used for the business.

\_\_\_\_ No more than two non-resident employees who come to the home business location will be allowed, and one additional

on-site parking space will be provided for each non-resident employee.

\_\_\_\_ No more than six customers per day will come to the home business location.

\_\_\_\_ There will be no outside storage.

\_\_\_\_ There will be no heavy equipment and no more than one home business-related vehicle.

\_\_\_\_ The hours of operation will not extend beyond 7:00 a.m. to 8:00 p.m. for on-site business.

\_\_\_\_ I understand that the home business must comply with all state and county regulations governing nuisance effects, including Clark County Code, Chapter 9.24 Nuisances and the following standards:

- Noise: Maximum environmental noise levels as defined in Washington Administrative Code, Chapter 173-60;
- Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line;
- Electromagnetic radiation and line fluctuation: Any business activity or use of equipment that creates visible or audible interference in radio or television receivers of fluctuation in line voltage at or beyond the property line is prohibited; and,
- Hazardous material or disposal of hazardous waste: Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems.

**Home Businesses on Private Roads**

\_\_\_\_ The home business is not accessed from a private road;

**OR**

\_\_\_\_ The home business is accessed from a private road and I have submitted a neighborhood agreement signed by all property owners having access to the subject private road, indicating their agreement that the safety and maintenance impacts are adequately mitigated (see *Private Road Neighborhood Agreement*);  
**OR**

\_\_\_\_ I have attached all required submittal items listed under the *Home Business Submittal Requirements* for a Type II review.

I have read and understand the above conditions for a Type I Urban Home Business, and agree to abide by these conditions; and certify that all information submitted with this application is complete and correct. I understand that I must continually meet these standards and any conditions of approval specified in the decision in order to maintain a valid permit, and that this permit shall be automatically void if I change residences.

I attest that all structures used for this home business are in compliance with applicable building and fire codes.

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Applicant's name, please print

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Applicant signature

---

Date

A letter of authorization required if other than property owner.

**Rural Applicant Agreement**

Case number: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Home business address: \_\_\_\_\_

Description of home business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following is a list of the required conditions for operating a Minor Home Business – Rural. Please read and initial each item and sign the certification agreeing to comply with these conditions.

\_\_\_\_ I am the owner and operator of the subject home business, and resident owner or renter of the property who occupies the property as their principal resident.

\_\_\_\_ The home business will not occupy more than 25 percent of the gross floor area of the dwelling or exceed 1,000 square feet, whichever is less.

\_\_\_\_ No more than one sign related to the home business of two square feet or less in size will be posted on the property.

\_\_\_\_ Only incidental on-site retail sales will be allowed; and, the following activities will not take place on the property: adult entertainment enterprises as defined in Clark County Code, Chapter 5.45 and automotive recycling materials facilities.

\_\_\_\_ No more than 1,000 square feet of an accessory structure will be used for the business.

\_\_\_\_ No more than three non-resident employees who come to the home business location will be allowed, and one additional on-site parking space will be provided for each non-resident employee.

\_\_\_\_ No more than 6 customers per day will come to the home business location.

\_\_\_\_ There will be no outside storage.

\_\_\_\_ There will be no more than two home business-related vehicles and two pieces of heavy equipment.

\_\_\_\_ The hours of operation will not extend beyond 7:00 a.m. to 8:00 p.m. for on-site business.

\_\_\_\_ I understand that the home business must comply with all state and county regulations governing nuisance effects, including Clark County Code, Chapter 9.24 Nuisances and the following standards:

- Noise: Maximum environmental noise levels as defined in Washington Administrative Code, Chapter 173-60;
- Odors, lighting, glare, dust, smoke and vibration: Home businesses shall not cause external effects such as offensive odors, increased lighting or glare, dust, smoke, or vibration detectable to normal sensory perception at the property line;
- Electromagnetic radiation and line fluctuation: Any business activity or use of equipment that creates visible or audible interference in radio or television receivers of fluctuation in line voltage at or beyond the property line is prohibited; and,
- Hazardous material or disposal of hazardous waste: Home businesses shall not discharge any liquids or gases in violation of any federal, state or county regulations, including such discharges into private septic systems.

**Home Businesses on Private Roads**

\_\_\_\_ The home business is not accessed from a private road;

**OR**

\_\_\_\_ The home business is accessed from a private road and I have submitted a neighborhood agreement signed by all

property owners having access to the subject private road, indicating their agreement that the safety and maintenance impacts are adequately mitigated (see *Private Road Neighborhood Agreement*);

**OR**

\_\_\_\_ I have attached all required submittal items listed under the *Home Business Submittal Requirements* for a Type II review.

I have read and understand the above conditions for a Type I Rural Home Business, and agree to abide by these conditions; and certify that all information submitted with this application is complete and correct. I understand that I must continually meet these standards and any conditions of approval specified in the decision in order to maintain a valid permit, and that this permit shall be automatically void if I change residences.

I attest that all structures used for this home business are in compliance with applicable building and fire codes.

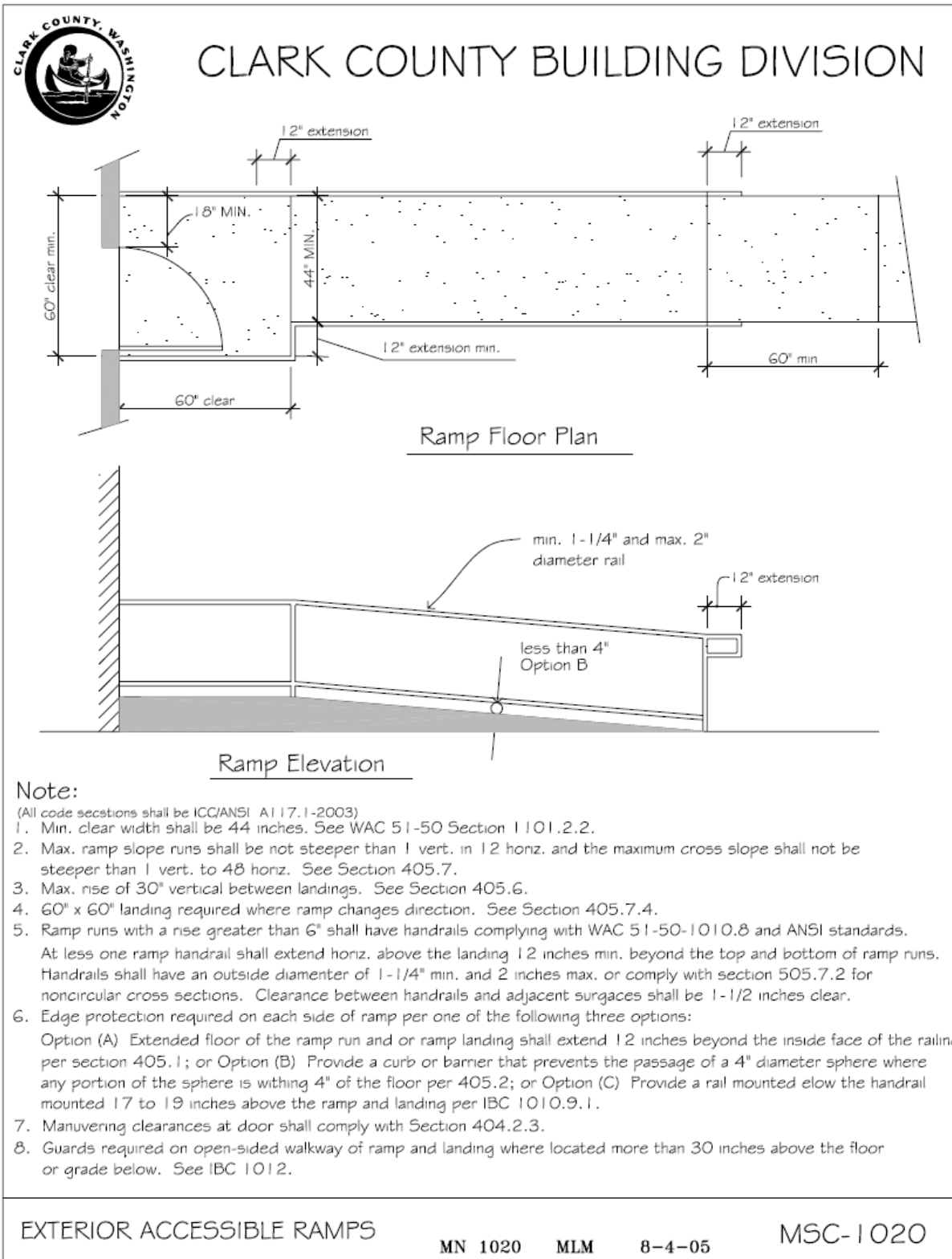
\_\_\_\_\_  
Applicant's name, please print

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

A letter of authorization required if other than property owner.

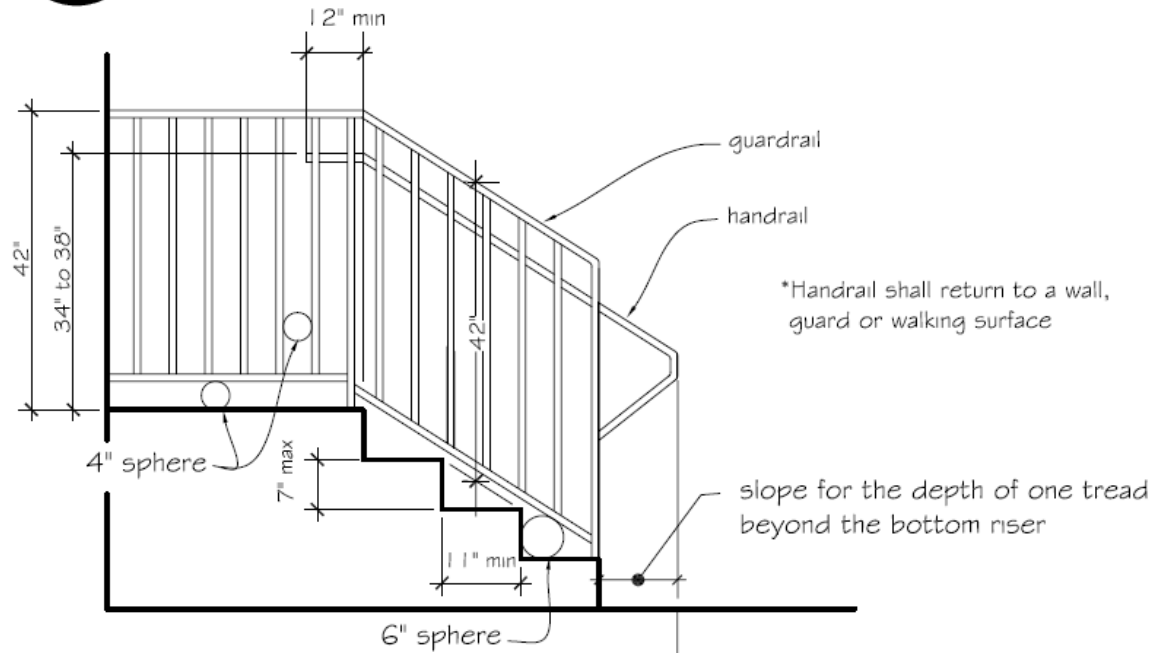
## Stairway and ADA ramp details







## Clark County Building Safety Division



Note:

### STAIRWAY ELEVATION

1. Min. clear width shall be 44 inches. For occupant load less than 50 min. 36" width. IBC Section 1009.1.
2. Headroom. Stairways shall have a minimum headroom clearance of 80" measured vertically from a line connecting the edge of the nosings.
3. Stair tread and risers. Stair riser shall be 7 inches maximum and 4" minimum. Stair tread shall be 11" minimum.
4. The riser height shall be measured vertically between the leading edges of adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 0.375". The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 0.375".
5. The tolerance between the largest and smallest riser or between the largest and smallest tread shall not exceed 0.375" in any flight of stairs.
6. Stairs shall have handrails on each side. IBC Section 1009.11. Handrails shall be adequate in strength and attachment in accordance with IBC Section 1607.7. Handrail height not less than 34" and not more than 38" measured above tread nosing. Handrails shall extend horizontally at least 12" beyond the top riser and continue to slope for the depth of one tread beyond the bottom riser.
7. Guards required at stairways and landing located more than 30" above floor or grade. IBC Section 1012.1.
8. Guards shall be not less than 42" high measured vertically above the leading edge of the tread, adjacent walking surface.
9. Open guards shall have balusters such that a 4" diameter sphere cannot pass through to a height up to 34" and 8" diameter sphere from 34" to 42" in height. Triangular openings formed by the riser shall be of a maximum size such that a 6" diameter sphere cannot pass through. IBC Section 1012.3.

EXTERIOR STAIRWAY- IBC

MN 1031 mlm

9-25-06

MSC-1021

# Development Application

<b>Project name:</b>		
Type(s) of application (see reverse side):		
Description of proposal:		
<b>Applicant name:</b>		Address:
E-mail address:		Phone and fax:
<b>Property owner name</b> (list multiple owners on a separate sheet):		Address:
E-mail address:		Phone and fax:
<b>Contact person name</b> (list if not same as applicant):		Address:
E-mail address:		Phone and fax:
<b>Project site information:</b> Site address:		Comp plan designation:
Cross street:	Zoning:	Parcel numbers:
Overlay zones:	Legal:	Acreage of original parcels:
Township:	Range:	¼ of section:

## Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the county to enter the properties listed above.

Authorized Signature

Date

<b>For staff use only</b>	Case number:		Work order number:	
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**Revised 9/1/11**



Community Development  
 1300 Franklin Street, Vancouver, Washington  
 Phone: (360) 397-2375 Fax: (360) 397-2011  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format,  
 contact the Clark County  
 ADA Compliance Office.  
 Phone: (360) 397-2322  
 Relay: 711 or (800) 833-6384  
 E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

**Application types**

If you have any questions regarding the type of application being requested, our Permit Technicians will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

**Environmental/Critical Areas**

- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Habitat Monitoring
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland
- ☐ Wetland Monitoring

**Land Division**

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (\_\_\_ Infill)
- ☐ Subdivision (\_\_\_ Infill)

**Miscellaneous**

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Home Business
- ☐ Legal Lot Determination and Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

**Planning Director Review**

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change